Montana Options: Account Creation, Scheduling and Payments

Creating a Candidate Account:

To register test takers, go to www.hiset.ets.org.
You are encouraged to review these procedures before attempting to register your students, in order to be prepared with all of the necessary information to create and record your test taker profiles.

Before you begin, it is best if you have created a log to collect each test taker's username, password and Test Taker ID as you complete the registration process.

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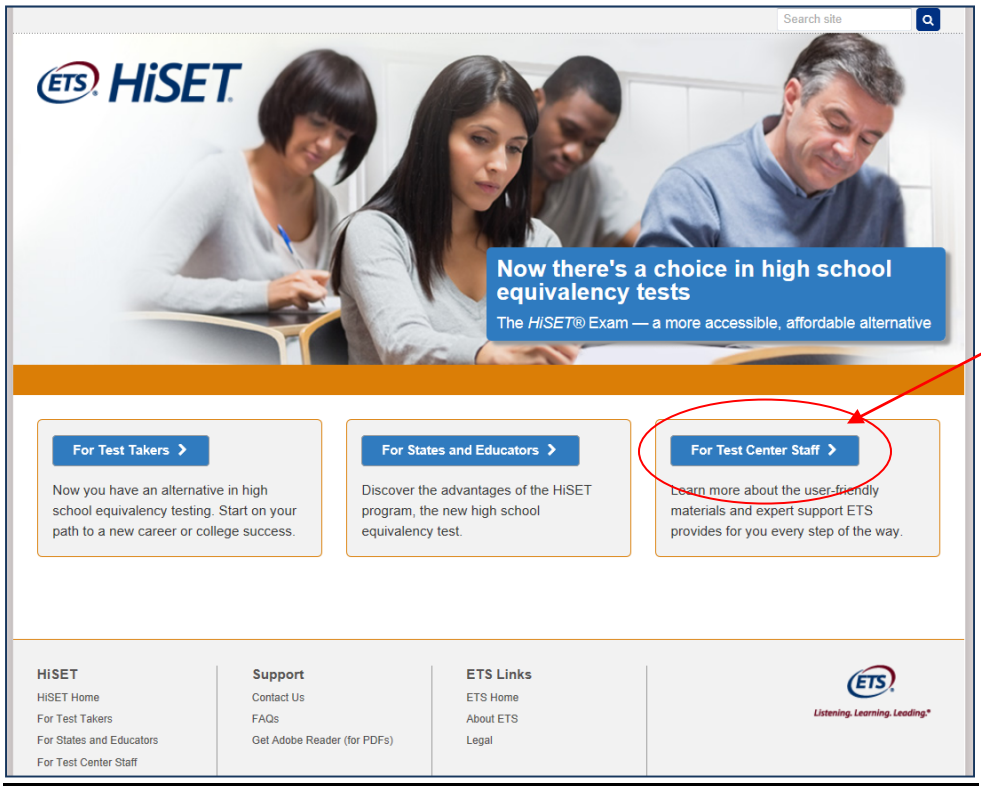
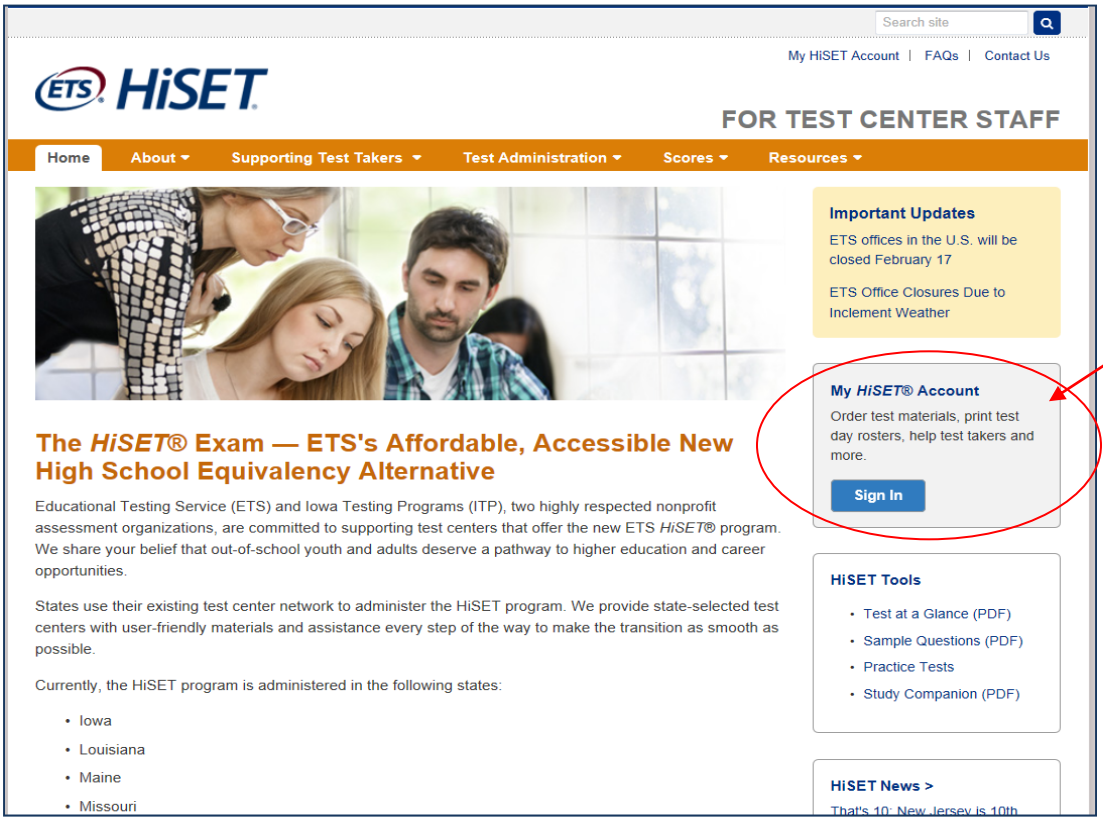
Screen 1:



Click here

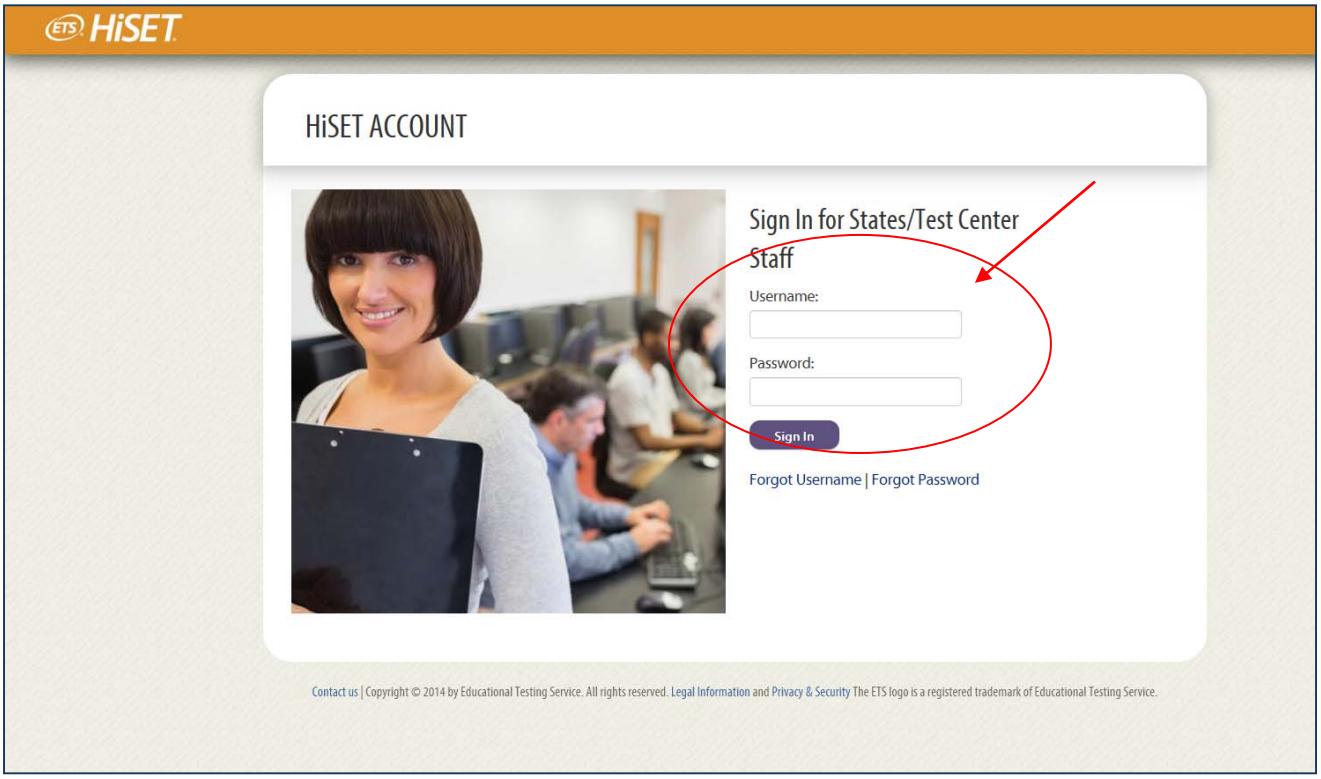
Screen 2:



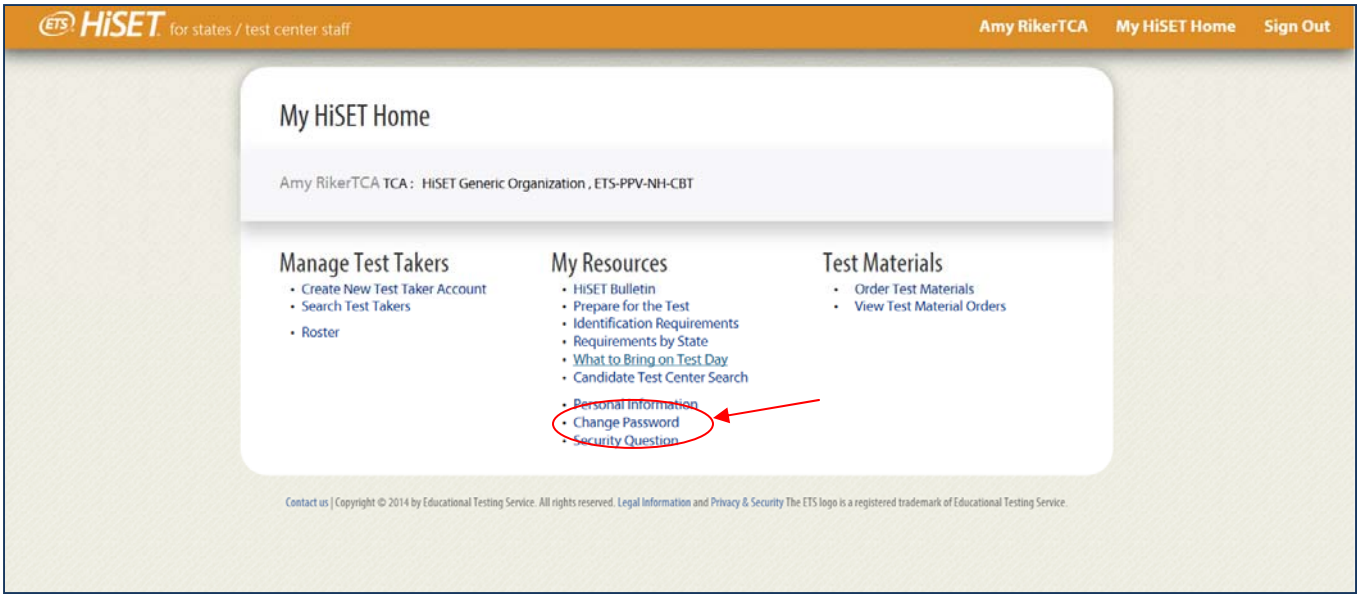
Click "Sign In"

Screen 3:

Enter your Username and (temporary) Password:



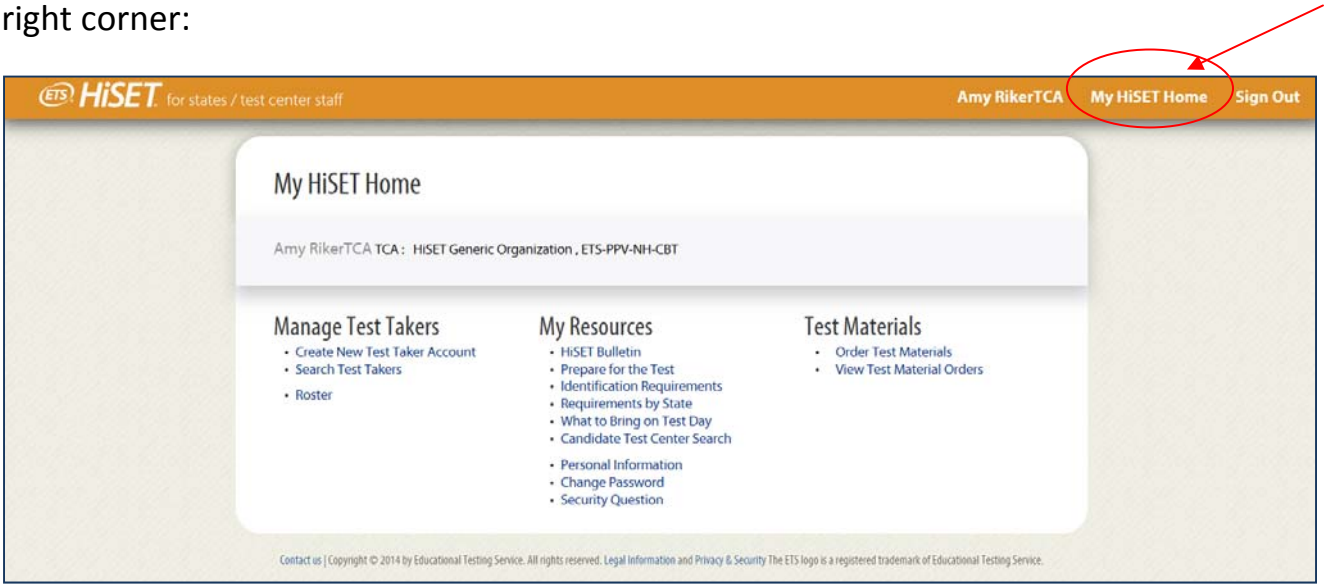
You will be prompted to create a new password.



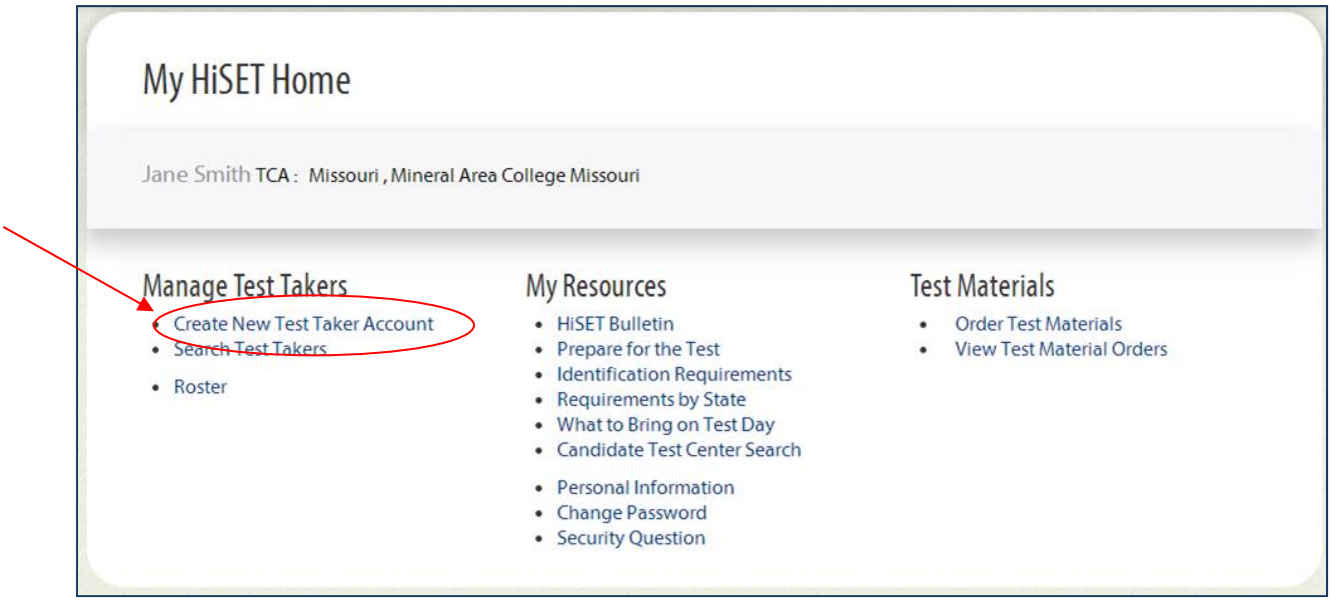
You can also change your password at any time, by clicking on "Change Password" found under the "My Resources" heading on the "My HiSET Home" page.

Next, you will create a profile for each test taker.

To begin, return to the My HiSET home page, by clicking on the button at the top right corner:

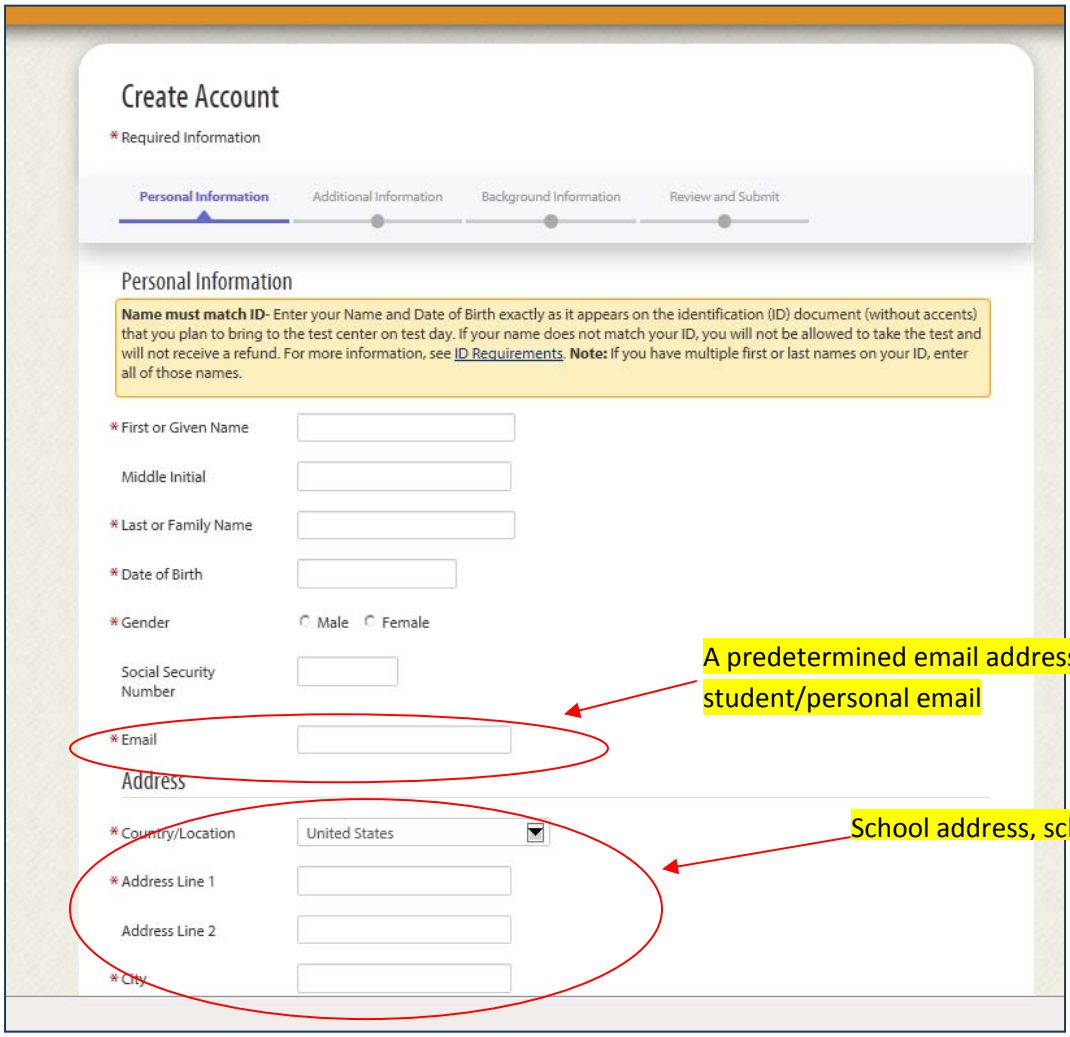


Select "Create new Test Taker Account" under "Manage Test Takers"



This brings you to the "Create Account" page. Here, you will enter Test Taker Name, Date of Birth, and Gender. It is strongly recommended you enter their Social Security

number, if they have one. ***NOTE: You will enter a predetermined email address.*** This address could be your work email account, but we recommend your school creates a general email account specifically for HiSET testing, as you will receive testing and payment email confirmation for each test taker. Additionally, it is VERY important you enter your school's address and phone number for each test taker. You may use the same email address for up to 150 Options candidates without affecting system productivity (slowing of system, etc.).



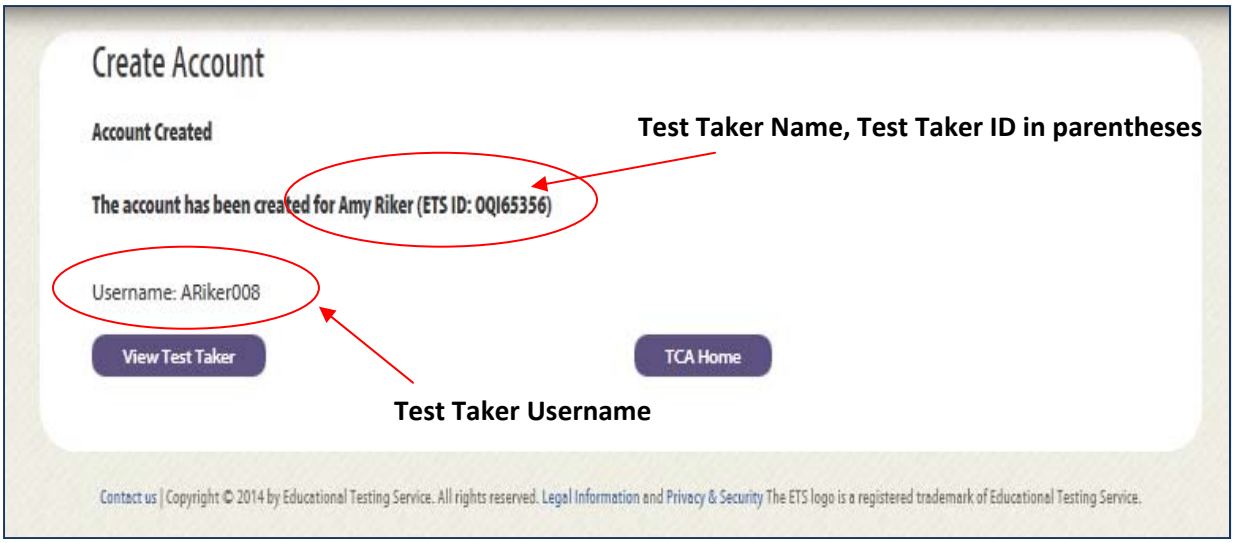
Special Note: As you enter additional students, you may receive the following popup message, **"Our records indicate that this may be a duplicate account."** This is because you are using the same contact information for each student (email/address/phone). Confirm you have not already registered the student by reviewing their name and date of birth, and then click the **"override"** button in the lower right hand corner.

Additional information will be requested on the next screen. Selecting a preferred language does not lock a test taker into taking the assessment in either language. Testing Language may be adjusted at a later time.

After you have entered personal and additional information, you will be directed to the **"Background Information"** page.

The next screen, **"Account Created"** is the only screen that will give you the **Test Taker ID.** You do not want to navigate away from this page without logging the **Test Taker ID** with the Username, also found on this page. ***Please treat this information as private and confidential.***

You will use the **Test Taker ID** to search and find test taker information on the website.



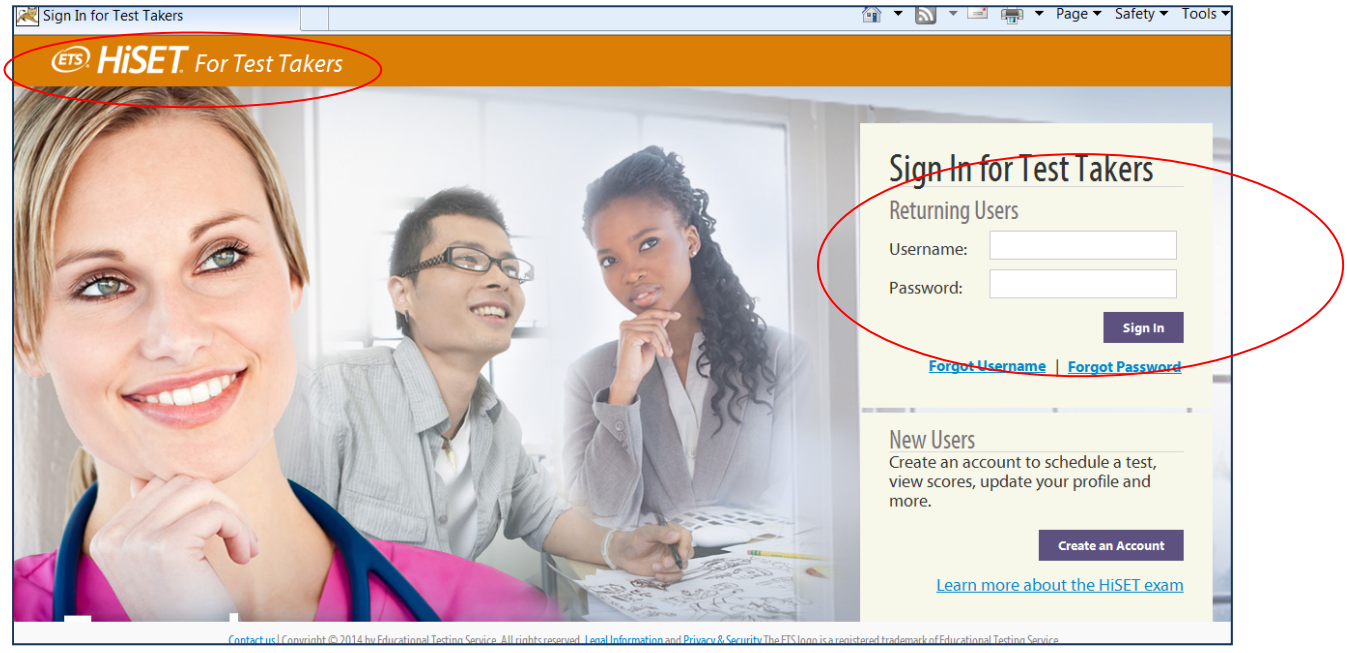
Since the same email address will be used for all of your test takers, you will receive a duplicate message error. Click "**Override**" in the lower right corner.

To repeat the registration process for additional test takers, click on "TCA Home" in the bottom right corner or "My HiSET Home" in the top right corner. You will again select, "Create Test Taker Account", under the "Manage Test Takers" heading. Repeat this process until all test takers are registered. This process will generate two emails for each test taker you register- one with the username and one with a temporary password.

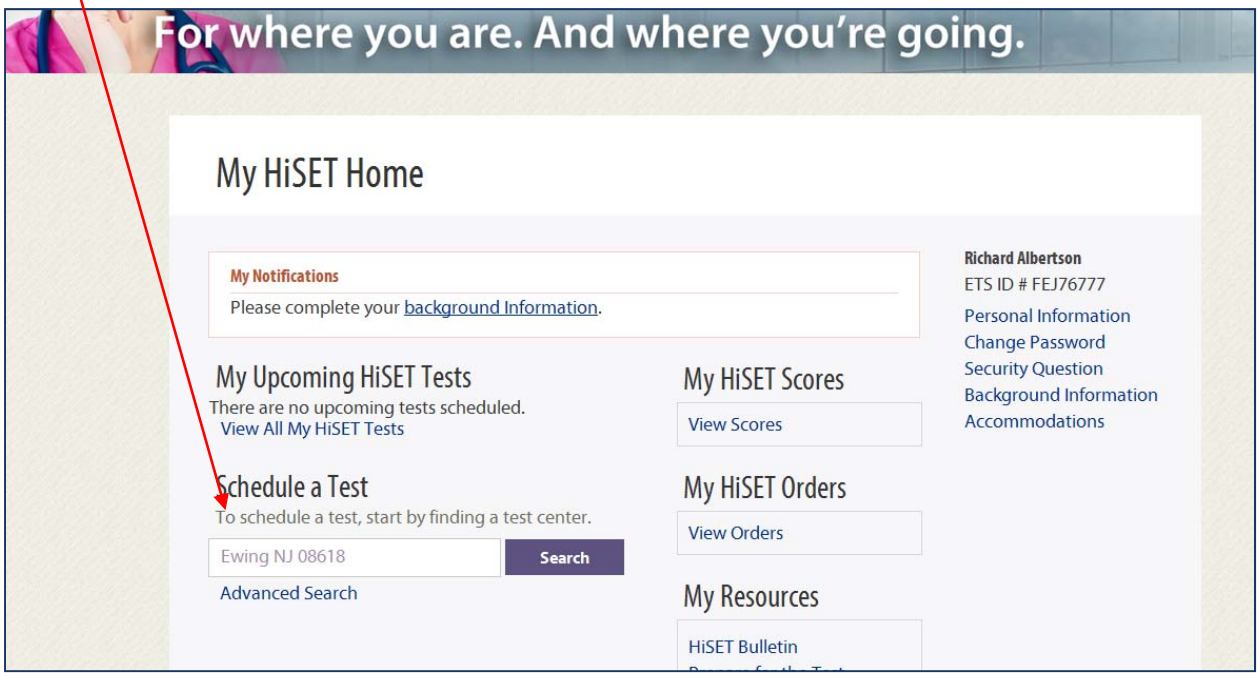
Scheduling an Options Candidate in Montana:

*** For students requiring disability accommodations during testing, the standard accommodations approval process must be followed. For more information, please visit our website at http://www.hiset.ets.org/take/disabilities/, or call Disability Services at 1-855-802-2748.

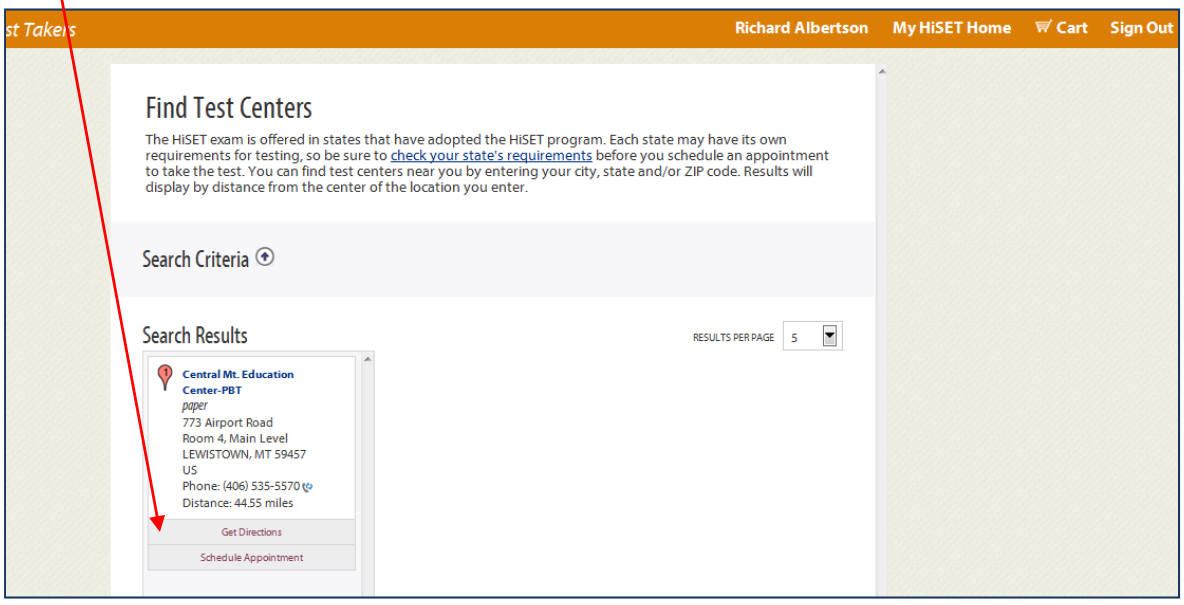
To begin scheduling students, log out of your Test Administrator account. Simply closing the browser does not log you out of the site. Re-enter the site and click on "HiSET for Test Takers". Sign into each test taker (candidate) profile using the test taker username and password generated by your registration. Change the temporary password when prompted. Use the same permanent password for each test taker.



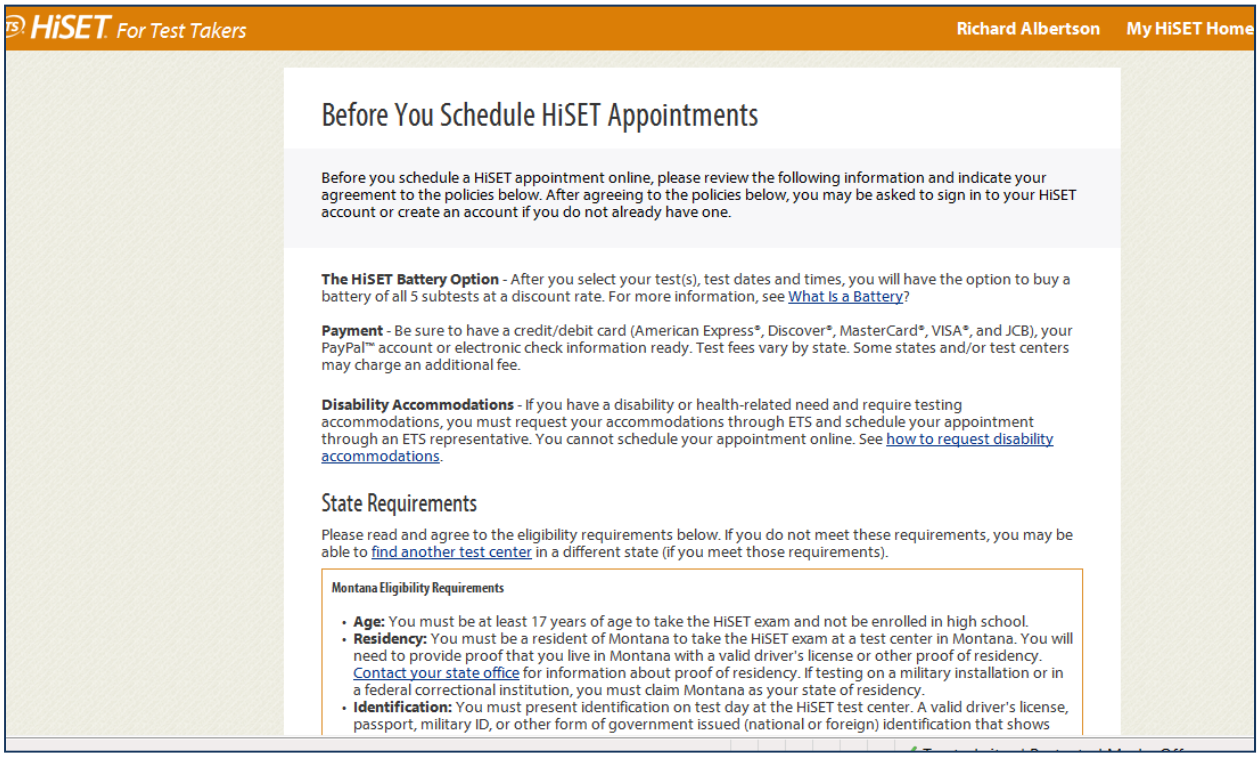
Find a test center:



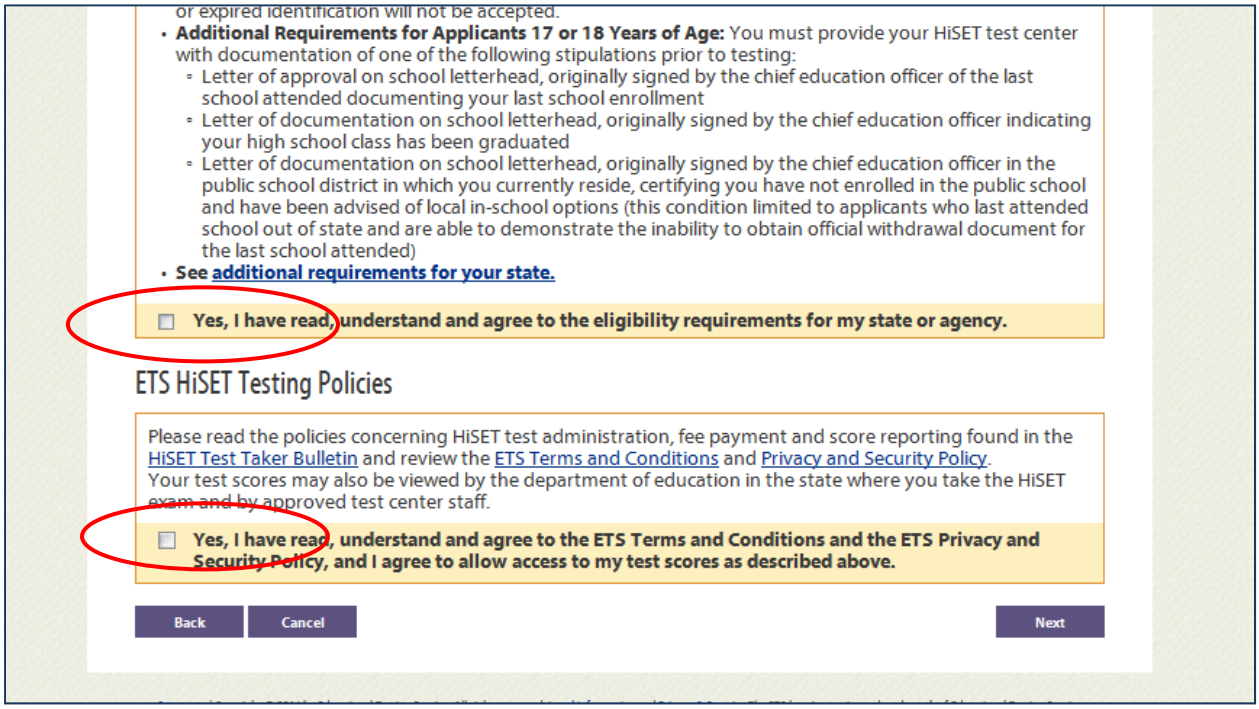
Once you receive your results, select the test center of your choice and click on "Schedule Appointment".



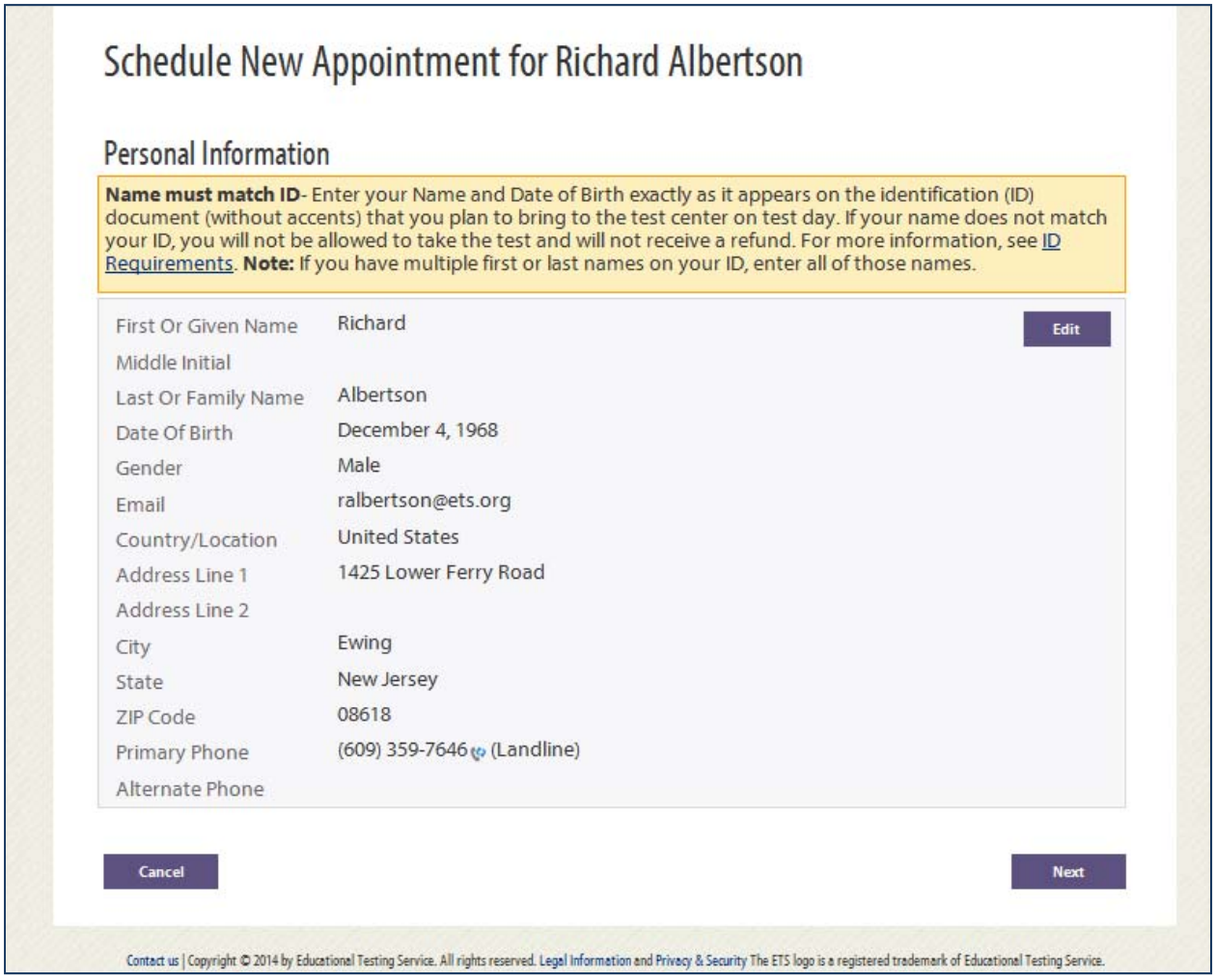
Please be sure to read all of the information provided before you schedule an appointment to ensure you are ready to complete the scheduling process. State specific information is also included for your information.



Once you have read all of the information provided, please click the boxes stating you agree to the state requirements and policies provided, and click “next”.



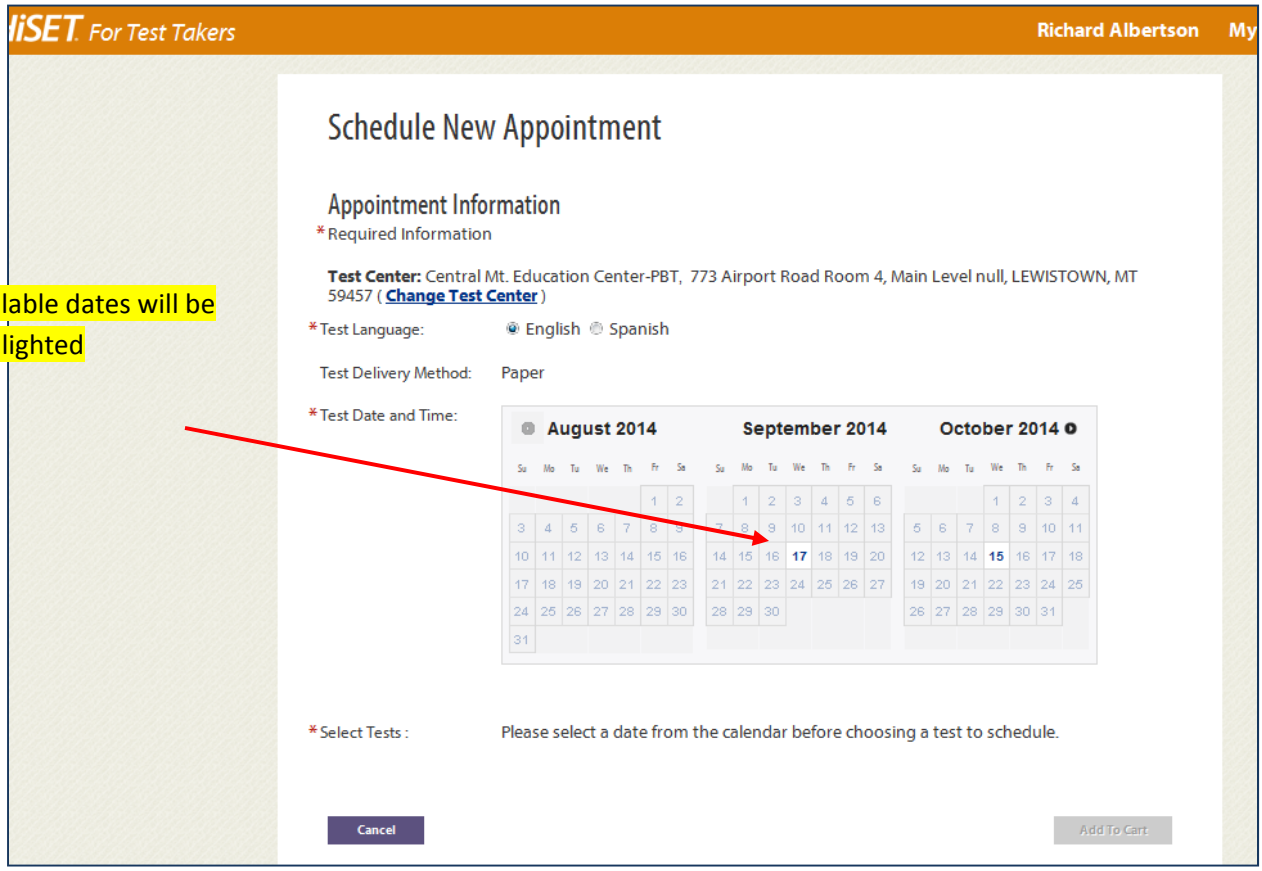
After clicking “next”, you should see the “schedule new appointment for...” screen:



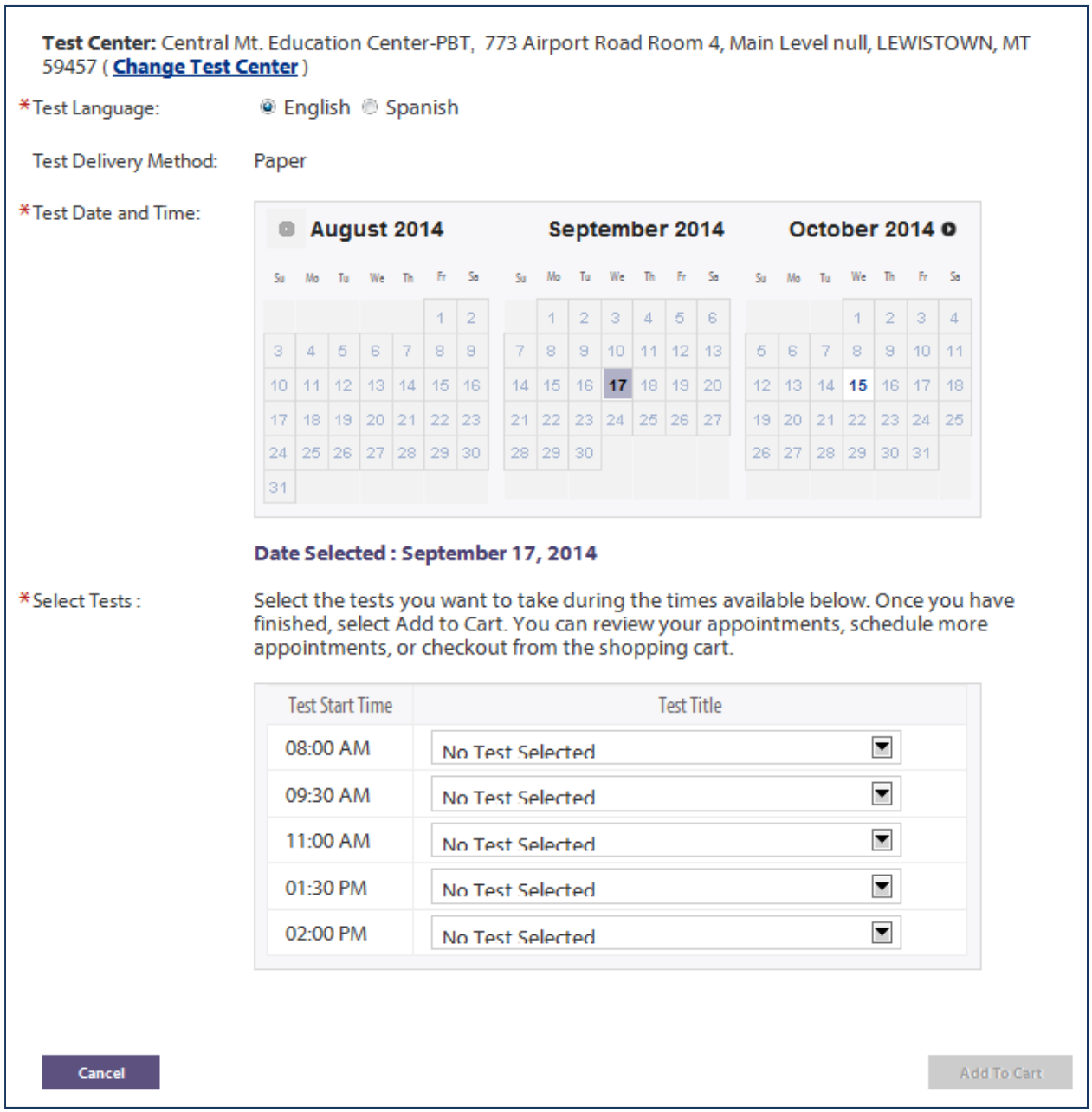
Make the appropriate edits as needed, and click “next”. If no edits are needed, click “next”.

On the “Schedule new appointment” screen, select the date you would like to schedule your test:

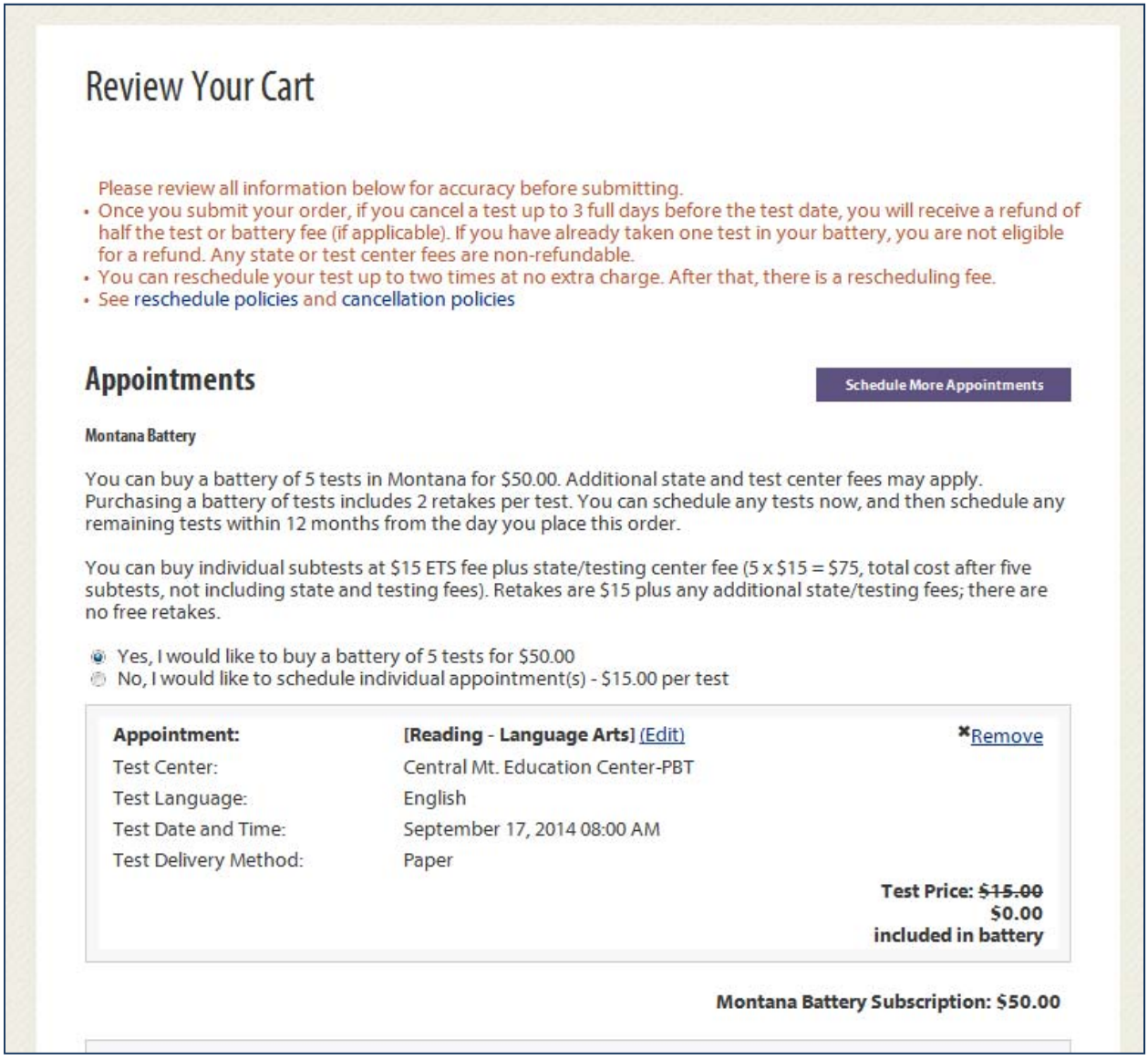
Available dates will be highlighted



After choosing your date, a drop down menu of available times and tests will appear. Select your test from the drop down menu provided, and click “add to cart” when completed.



Review your cart to confirm your purchase. This screen will allow you to choose to buy the HiSET battery of subtests or to purchase individual subtests. At the bottom of this screen, you will click on “checkout”.



Review Your Cart

Please review all information below for accuracy before submitting.

- Once you submit your order, if you cancel a test up to 3 full days before the test date, you will receive a refund of half the test or battery fee (if applicable). If you have already taken one test in your battery, you are not eligible for a refund. Any state or test center fees are non-refundable.
- You can reschedule your test up to two times at no extra charge. After that, there is a rescheduling fee.
- See reschedule policies and cancellation policies

Appointments

Schedule More Appointments

Montana Battery

You can buy a battery of 5 tests in Montana for $50.00. Additional state and test center fees may apply. Purchasing a battery of tests includes 2 retakes per test. You can schedule any tests now, and then schedule any remaining tests within 12 months from the day you place this order.

You can buy individual subtests at $15 ETS fee plus state/testing center fee (5 x $15 = $75, total cost after five subtests, not including state and testing fees). Retakes are $15 plus any additional state/testing fees; there are no free retakes.

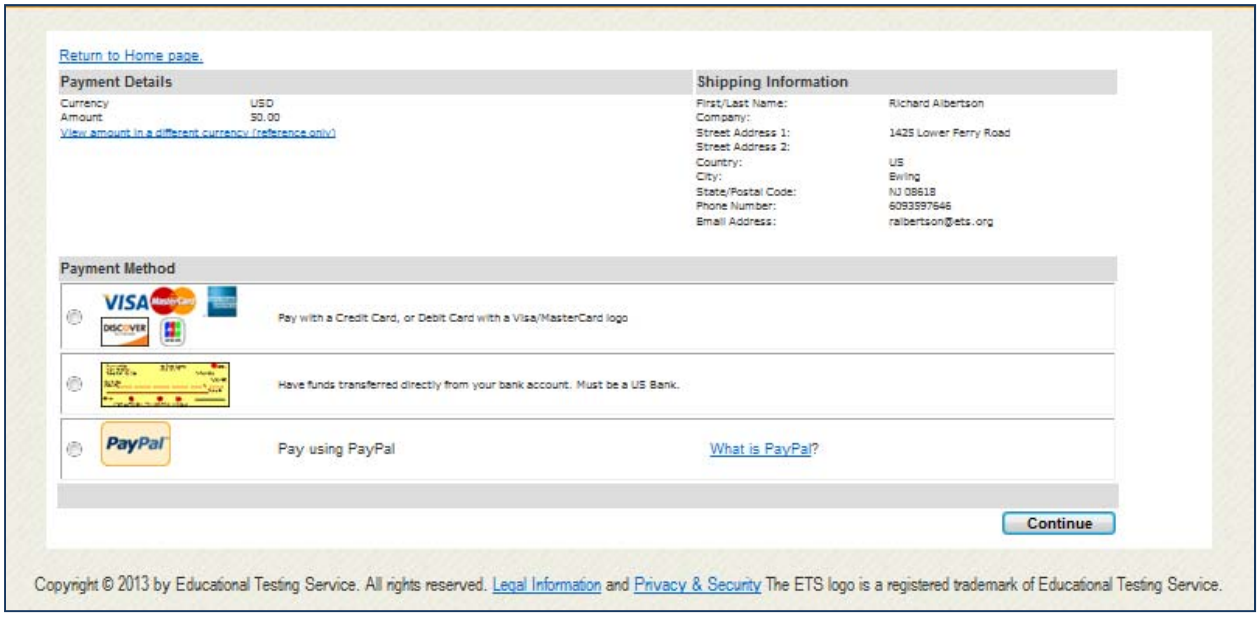
- (•) Yes, I would like to buy a battery of 5 tests for $50.00
- ( ) No, I would like to schedule individual appointment(s) - $15.00 per test

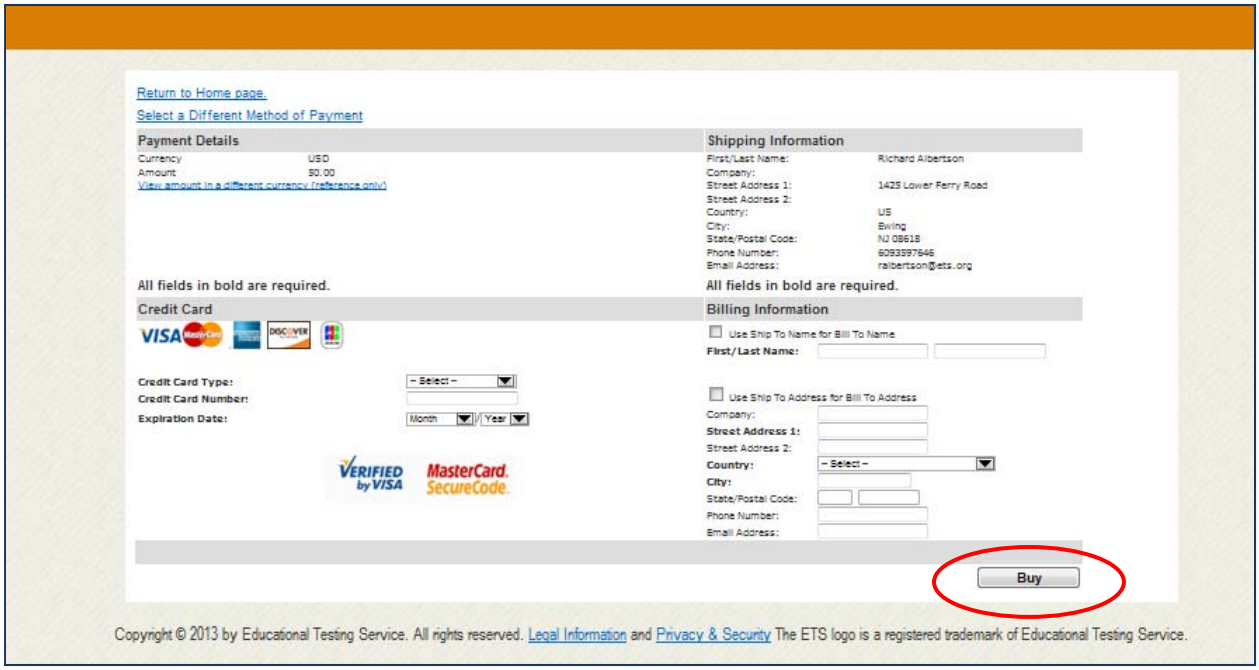
Appointment:	**[Reading - Language Arts]** (Edit)	✖Remove
Test Center:	Central Mt. Education Center-PBT	
Test Language:	English	
Test Date and Time:	September 17, 2014 08:00 AM	
Test Delivery Method:	Paper	

Test Price: ~~$15.00~~ $0.00 included in battery

Montana Battery Subscription: $50.00

Choose your method of payment information and click “BUY”.





This completes your scheduling process.